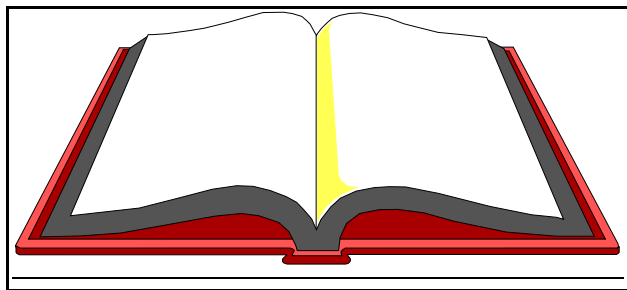


SHELTON STATE COMMUNITY COLLEGE

LIBRARY SERVICES TO OFF-CAMPUS SITES

Information for Faculty
and Students

July 1994



Students enrolled in classes offered at off-campus sites have the same library privileges as students at the Skyland Boulevard Campus, the Fifteenth Street Campus, and the Fredd Campus. No off-campus sites are located more than a forty-five minute drive from the Junior College Library; therefore, no special library facilities are provided in off-campus sites.

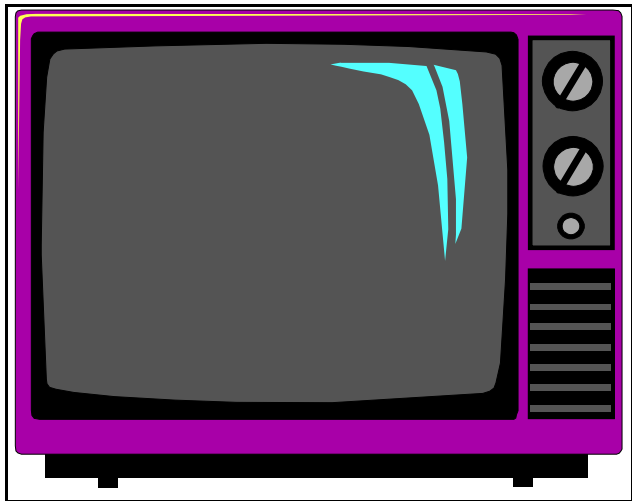
Students attending classes in off-campus sites are expected and encouraged to use Shelton State's libraries in Tuscaloosa. The Junior College Library (located on the Skyland Campus), with evening hours Monday through Thursday, offers services and resources that support off-campus instructional programs. Special arrangements can be made to accommodate out-of-town students on weekends at the request of an instructor. Requests should be made to the Director of Library Services.

Audiovisual equipment is provided by some off-campus sites. Instructors who teach off-campus classes may also make arrangements (in advance) to borrow necessary materials and equipment from Shelton State's AV offices. Although most equipment is not too difficult to transport and handle, television monitors are extremely heavy and will not be loaned off campus. There is a smaller one-piece monitor/VCR that can be loaned to off-campus sites. The instructor is responsible for pick-up and return of all equipment within the agreed upon time period (which generally will not exceed 24 hours or one school day). Arrangements for all off-campus use of audiovisual materials should be made through one of the AV offices.

Library instruction will be provided, upon request, in off-campus classes. Instructors should make a specific request to the Director of Library Services, who will make arrangements for a librarian to make the presentation, assignment and/or handout. Because students will need direct access to library resources related to the library instruction, classes should be scheduled at the Junior College Library on the Skyland Boulevard Campus.

Students are encouraged to make use of libraries available in their home areas or near the off-campus site. While public libraries may be useful, they will not provide resources that are as appropriate for college use as will academic libraries.

For example, students enrolled at the Centreville site are encouraged to use library facilities and resources at the University of Montevallo. Residents of the town of Montevallo may obtain courtesy cards and check materials out of the UM library; other students may use library materials while in the library but may not check them out. UM library hours are generally very generous--open until late each evening and on Saturdays and Sundays. Because library hours change during college holidays and exam periods, Shelton State students should call ahead or check posted schedules. Shelton State provides the academic library that is closest to other off-campus sites.



Students enrolled in off-campus courses are issued student I.D.'s, which enable them to use other Tuscaloosa libraries where the college maintains reciprocal borrowing agreements. For information about student I.D.'s, contact the Dr. Humphrey Lee, Dean of Students (391-2216).

Through reciprocal borrowing agreements, all Shelton State students and faculty have library privileges at any of The University of Alabama Libraries, Stillman College Library, UA Health Sciences Library (located in DCH Regional Medical Center), the VA Hospital Library, and Bryce Hospital Library.

FOR MORE INFORMATION ABOUT SHELTON STATE'S LIBRARY OR MEDIA SERVICES, CONTACT ONE OF THE FOLLOWING INDIVIDUALS.

General Information
Weekend Hours

Deborah Grimes
Director of Library Services

Library Instruction

391-2233

Audiovisual Services

Jean Epps, Skyland Blvd.

391-2228

Jean Mack, Fifteenth Street

391-2486

Sully Cochrane

Librarian, Skyland Blvd.

391-2248